

SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY

CV 2025-013520

08/21/2025

HONORABLE SUSANNA C. PINEDA

CLERK OF THE COURT  
T. Williams  
Deputy

VERDE TRAILS HOMEOWNERS  
ASSOCIATION

CHARLES B SELLERS

v.

JOSE GAUDALUPE SANDOVAL

JOSE GAUDALUPE SANDOVAL  
10931 W ATLANTIS WY  
TOLLESON AZ 85353

COMM. RICHARD ALBRECHT  
CV ARBITRATION  
JUDGE PINEDA

MINUTE ENTRY

This Court has received Plaintiff's e-filed Application/Motion for Default against defendant(s), **Jose Guadalupe Sandoval**, in the above-captioned case.

**IT IS ORDERED** that no action will be taken by this division on the above-referenced document(s).

The parties are advised that commissioners handle Rule 55(b) Default Judgment proceedings and that the default proceedings in this matter are to be heard by **Commissioner Richard Albrecht**.

**IT IS FURTHER ORDERED** that all documents necessary to support the entry of a default judgment must be either e-filed or filed in paper form.

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Pursuant to the Maricopa County eFiling Guidelines, section 2.09, attorneys shall electronically file all the documents required to request a default judgment, such as the Application for Entry of Default, Motion for Entry of Default Judgment, Sum Certain Affidavit, Application for Attorneys' Fees when appropriate, and Statement of Costs.

Attorneys and Self-Represented Litigants must submit a default judgment packet required by the Court, including the documents identified on the default judgment packet coversheet in paper to the assigned commissioner's division.

**A commissioner will not act upon a Motion for Entry of Default Judgment until the default judgment packet with all the required documents has been received by the division in paper form.**

If the paper packet is not received by the above-named Commissioner division by **October 24, 2025**, the matter is placed on the Dismissal Calendar as to the above-named defaulted party or parties until **November 24, 2025**.

You may wish to review the following resources for additional information regarding the default process:

**Applications for Default**

[https://superiorcourt.maricopa.gov/llrc/cv\\_cvc6/](https://superiorcourt.maricopa.gov/llrc/cv_cvc6/)

**Motions**

<https://superiorcourt.maricopa.gov/media/n30m54ah/gn10fz.pdf>

**Civil Default Checklist**

<https://superiorcourt.maricopa.gov/media/jitjlp0s/cvc50fz.pdf>

**Civil Court Administration Processing Information**

[civil-department-post-filing-information-and-instructions.pdf \(maricopa.gov\)](https://superiorcourt.maricopa.gov/media/jitjlp0s/cvc50fz.pdf)